

SECRETARY OF BUDGET AND MANAGEMENT
SALARY GUIDELINE AND PROCEDURE

NURSING HIRING BONUSES
Effective May 1, 2008

I. Purpose:

There will be two bonuses available to enhance agency efforts in the hiring of new qualified nursing employees to fill vacancies in non-temporary positions:

- (1) Sign-On Bonus, and
- (2) Recruitment Bonus.

These bonuses are not meant to generate competition among State agencies for current nursing employees.

II. Funding:

Funding for these nursing hiring bonuses must be paid from current appropriations. No additional funds have been budgeted for this purpose.

III. Audit:

Agencies are expected to maintain adequate records for all bonuses paid. Records of bonuses paid shall include documentation of the recruiting process including a copy of any advertisement for the position, the eligible list coded for the selection, and other information used in making the decision to award a bonus. Agency records will be subject to audit by the Department of Budget and Management.

IV. Sign-On Bonus:

Scope: The sign-on bonus shall apply only to qualified nursing employees. A qualified nursing employee is:

1. a new appointment; or
2. a reinstatement with at least a six month separation from State service; and

3. in a classification listed in Appendix A of this document.

The sign-on bonus does not apply to:

1. current non-temporary State employees (including those in independent personnel systems) who are filling a vacancy as a transfer, reassignment, promotion, or demotion;
2. temporary (contractual or emergency) employees;
3. current temporary employees who are filling a non-temporary vacancy as interim appointment or contractual conversion transfer; or
4. a position in the Executive Pay Plan.

Agencies participating in this bonus program are encouraged to identify excluded positions/employees as defined above and advise hiring managers in advance, so that no sign-on bonus is inappropriately offered.

Amount of the Bonus: Management, with the approval of the appointing authority, shall set the amount of the actual sign-on bonus. The sign-on bonus shall not exceed a maximum amount of \$3,000. In determining the amount of the sign-on bonus, management may consider the type of skills required for the position and the education and experience of the new employee.

Payment of the Bonus: The sign-on bonus shall be paid in two lump sums. Each lump sum shall represent fifty percent of the agreed upon amount as approved by the appointing authority. The first lump sum shall be paid to the new employee upon completion of their first ninety (90) days of satisfactory State service. The second lump sum shall be paid to the new employee upon completion of their first 6 months of satisfactory State service. The sign-on bonus will only be paid to State employees who are in an active employment status with the same agency at the time the payment is due. If the employee transfers to a different agency or leaves State service before payment of the sign-on bonus is due, the employee forfeits the bonus.

Note: The sign-on bonus will affect the regular rate of pay for the purposes of calculating overtime for FLSA non-exempt employees during the six month period over which the bonus is paid. A

new hourly rate must be calculated to include the full amount of the bonus. The difference between the recalculated rate and the normal base rate must be applied to any overtime worked during the six month period preceding payment of the final installment of the bonus.

v. Recruitment Bonus:

Scope: With the exception of the excluded employees described below, the recruitment bonus may be earned by any active, non temporary State employee who refers and recommends a qualified nursing employee who is hired by their department or agency. A qualified nursing employee is defined in the sign-on bonus section of this guideline.

The recruitment bonus does not apply to:

1. employees (nursing managers and professional/paraprofessional recruiters within the agency personnel office) who are responsible for, or have significant influence in the hiring process of nursing employees;
2. any employee in the Executive Pay Plan;
3. a temporary (non contractual or emergency) employee;
4. current temporary employees who are filling a non-temporary vacancy as interim appointment or contractual conversion transfer; or
5. the recruitment of current State employees, transfer or promotions.

Agencies participating in this bonus program are encouraged to identify excluded employees as defined above and advise them in advance of their ineligibility to receive recruitment bonuses.

Amount of the Bonus: Management with the approval of the appointing authority shall set the amount of the actual recruitment bonus. The recruitment bonus shall not exceed a maximum amount of \$1,000 per recruitment.

Payment of the Bonus: The recruitment bonus shall be paid in two lump sums. Each lump sum shall represent fifty

percent of the agreed upon amount as approved by the appointing authority. The first lump sum shall be paid to the State employee for their recruit when the new employee completes the first ninety (90) days satisfactory State service. The second lump sum shall be paid to the State employee for their recruit when the new employee completes the first 6 months of satisfactory State service. The recruitment bonus will only be paid to State employees who are in an active employment status with the same agency at the time the payment is due-. If the employee transfers to a different agency or leaves State service before payment of the recruitment bonus is due, the recruitment bonus is forfeited.

Note: The recruitment bonus will affect the regular rate of pay for the purposes of calculating overtime for FLSA non-exempt employees during the six month period over which the bonus is paid. A new hourly rate must be recalculated and any overtime pay adjusted as described under the sign-on bonus.

VI. Payroll Procedures:

1. Payment of both bonuses shall be made under the miscellaneous adjustments not subject to retirement category on the Exception Time Report (ETR).
2. The amount of the bonus shall be indicated on the ETR. The Nursing Bonus form shall be completed and signed by the appointing authority. Note: this form shall be used to make both lump sum payment one and lump sum payment two. A blank form for your use is attached. Please make as many copies as necessary.
3. The original and one copy of the completed Nursing Bonus form shall be submitted to the Central Payroll Bureau with the ETR effecting payment of the lump sum bonus.

Note: Agencies should use care in paying bonuses. Once paid the bonus may not be rescinded.

VII. Examples:

Samples of completed Nursing Bonus forms are attached for various scenarios:

Sample #1 demonstrates the situation where the first lump sum payment is made for only the sign-on bonus.

Sample #2 is the scenario where the second lump sum payment is made for only the recruitment bonus.

Sample #3 demonstrates the situation where the first lump sum payment is made for both bonuses.

VII. Authority

State Personnel and Pensions Article Title 8, section 103

Code of Maryland Regulations 17.04.02.09

April 1, 2000

APPENDIX A

SIGN-ON BONUS
QUALIFYING CLASSIFICATIONS

Clinical Nurse Specialist

Clinical Nurse Specialist, Medical/Psychiatric/Perkins

Community Health Nurse I/II, Supervisor, Program Supervisor and Program manager

Community Health Nurse, Psychiatric

Health Facility Surveyor Nurse I/II

Home Health Nurse and Supervisor

Licensed Practical Nurse I/II/III and III, Advanced and Lead

Medical Services Reviewing Nurse I/II and Supervisor

Nurse Practitioner/Midwife I/II and Supervisor

Nursing Education Supervisor and Nursing Education Supervisor, Perkins

Nursing Instructor and Nursing Instructor, Perkins

Nursing Consultant/Administrator I/II/III/IV

Nursing Technician

Registered Nurse and Registered Nurse Perkins

Registered Nurse Charge, Charge Medical, Charge Psychiatric, Perkins

Registered Nurse Manager, Manager Medical, Manager Psychiatric, Perkins

Registered Nurse Quality Improvement Medical/Psychiatric

Registered Nurse Supervisor and Registered Nurse Supervisor
Medical/Psychiatric/Perkins

Respiratory Care Nurse

NURSING HIRING BONUS

- ☒ First Lump Sum Payment
☐ Second Lump Sum Payment

32.01.02

Agency Budget Code

A. SIGN-ON Bonus

<u>Alice K. Smith</u> New Employee's Name	<u>Registered Nurse</u> Qualifying Nursing Classification
<u>999-66-2222</u> New Employee's Social Security Number	<u>712345</u> PIN
<u>\$3,000.00</u> Total Amount of Bonus	<u>\$1,500.00</u> Amount of this Lump Sum Payment
<u>5/1/99</u> Date of Appointment	<u>7/30/99</u> Date of Payment

B. RECRUITMENT Bonus

<u>New Recruit's Name</u>	<u>Qualifying Nursing Classification</u>
<u>New Recruit's PIN</u>	<u>Date of Appointment</u>
Is the new recruit still an active State employee (circle) Yes / No	
<u>Employee's Name</u>	
<u>Employee's Social Security Number</u>	<u>PIN</u>
<u>Total Amount of Bonus</u>	<u>Amount of this Lump Sum Payment</u>
	<u>Date of Payment</u>

NURSING HIRING BONUS

SAMPLE #

- ☐ First Lump Sum Payment
☒ Second Lump Sum Payment

32-01.02

Agency Budget Code

C. SIGN-ON Bonus

~~New Employee's Name~~ ~~Qualifying Nursing Classification~~
~~New Employee's Social Security Number~~ ~~PIN~~
~~Total Amount of Bonus~~ ~~Amount of this Lump Sum Payment~~
~~Date of Appointment~~ ~~Date of Payment~~

D. RECRUITMENT Bonus

Martha B. Thomas Registered Nurse
New Recruit's Name Qualifying Nursing Classification
702225 5/2/99
New Recruit's PIN Date of Appointment

Is the new recruit still an active State employee (circle)
Yes / No

Carol Pointer
Employee's Name
777-55-1212 208350A
Employee's Social Security Number PIN
\$1,000.00 \$500.00
Total Amount of Bonus Amount of this Lump Sum Payment
11/2/99
Date of Payment

NURSING HIRING BONUS

- ☐ First Lump Sum Payment
☐ Second Lump Sum Payment

Agency Budget Code

G. SIGN-ON Bonus

New Employee's Name

Qualifying Nursing Classification

New Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Appointment

Date of Payment

H. RECRUITMENT Bonus

New Recruit's Name

Qualifying Nursing Classification

New Recruit's PIN

Date of Appointment

Is the new recruit still an active State employee (circle)
Yes / No

Employee's Name

Employee's Social Security Number

PIN

Total Amount of Bonus

Amount of this Lump Sum Payment

Date of Payment